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Access to Enter the Premises Policy

1. Background

1.1 Grace Naledi Mandisa Pandor, Minister of Education, after consultation with the council of Education Ministers and in terms of section 61(a) of the South African Schools Act 84 of 1996, hereby publish the regulations in the Schedule for general information, against which this policy is implemented.

1.2 Subject to this Act and any applicable provincial law, the admission policy of a public school is determined by the governing body of such school.

2. Legislation

2.1 South African Schools Act 84 of 1996

2.2 General Notice:

2.3 Notice no. R. 1040 of 12 October 2001

3. Access to School Premises

3.1 During the school day between the hours of 07h30 and 16h00 Parents and visitors must:

3.2 Enter the premises by ringing the front door bell. Reception will identify parents/visitors via the intercom to whom access will be granted. No learners will be allowed to enter the premises using the foyer.

3.3 The visitor will come to the Reception window where they will be assisted.

If it is a Room Parent, they are issued with their card and a Room Parent tag to hang around their neck. They are then allowed to proceed to grade or department to which they are assigned.

3.4 If it is a visitor, the relevant person who must then come to the Reception Area to collect their visitor will be contacted. Visitors will wear a Visitor tag around their neck for the duration of their stay. If the staff member is unable to come and collect their visitor, they will be issued with their

Visitor tag and escorted to the relevant grade/department.

3.5 All WCED Departmental Officials must be signed in and out at reception with the time and date. They should also be issued with a visitors tag to be worn for the duration of their stay.

3.6 No person (adult or minor) is allowed on the school premises during school hours without coming through the Main Reception area, with exception of people (learners or employees) directly affiliated to the organization.

3.7 No-one is allowed to see a staff member unless an appointment has been made.

3.8 In the mornings there will be supervision of learners that enter the schools premises before the bells rings.

3.9 No parent or learner may enter the school buildings.

Concessions:

3.9.1 Unless the learners/parents are authorised.

3.9.2 A rainy day procedure has been called before 7:30 am, for the learners.

3.9.3 If learners are going on tour to represent the school, parents will be permitted to spend time with their children before they leave the school premises.

4. Signage

4.1 The SGB will ensure that clear signage is present at all entrances to the school property, indicating that :

4.1.1 Anyone entering the school does so at their own risk,

4.1.2 Anyone entering the school may be subjected to a search,

4.1.3 No drugs, alcohol, guns or weapons are permitted, and

4.1.4 Unlicensed drivers will not be permitted to drive vehicles on the school property

4.1.5 During the school day certain school gates must be locked (unlocked gates complies with the fire safety regulations) and access to the school will be controlled.

4.1.6 Declare whether he or she has any dangerous object or illegal drugs in his or her possession or custody or under his or her control;

4.1.7 Declare and show what the contents are of any vehicle, suitcase, attaché case, bag, handbag, folder, envelope, parcel or container of any nature which he /she has in his / her possession or custody or under his / her control;

4.1.8 Subject himself or herself and anything which he or she has in his or her possession or custody or under his or her control to a search by a person of the same gender, an examination by an electronic device, sniffer dogs or other apparatus in order to determine the presence of any dangerous object or illegal drugs; and

4.1.9 Hand to the principal or HOD anything which he or she has in his or her possession or custody or under his or her control for examination or custody until he or she leaves the premises.

4.1.10 Any person who contravenes the above mentioned measures may be removed from the public school premises, with the assistance of SAPS.

5. Buildings, Grounds and Infrastructure

5.1 The SGB, SMT and Staff will regularly monitor its environment (inside and outside the school) with a view to identifying the potential dangers and take all reasonable measures to safeguard learners and staff.

5.2 The SGB and SMT will make a concerted effort to ensure that a preventative maintenance plan is put in place to take care of major and minor maintenance.

5.3 The SGB, SMT and staff will take all the necessary steps to ensure that a clean, safe and hygienic environment is provided to the learners at all times.